

## On-Boarding Request

DEPT: \_\_\_\_\_

Employee Name \_\_\_\_\_

Title \_\_\_\_\_

NetID \_\_\_\_\_

Emplid \_\_\_\_\_

FTE \_\_\_\_\_

EED (if temp or ancillary) \_\_\_\_\_

Date of Hire \_\_\_\_\_

Supervisor \_\_\_\_\_

### Provisioning

- ☐ Check here if you wish for a Learning Plan to be developed in UACCESS LEARNING by the Provisioning Agent.  
(Some roles require training prior to provisioning. A Training Plan can be created on the employee's behalf.)
- ☐ FERPA Training Completed? <https://www.registrar.arizona.edu/ferpa/tutorial>
- ☐ End-User Agreement Completed? <https://request.uaccess.arizona.edu/useragreement/>
- ☐ Elevated Privilege Training Completed? <http://security.arizona.edu/elevprivtraining>
- ☐ Clone Access to Employee: \_\_\_\_\_ **And / Or**
- ☐ A La Carte (*list expected duties as it pertains to each system*)

UAccess ANAYLITICS:

UAccess RESEARCH:

UAccess EMPLOYEE:

UAccess STUDENT:

UAccess FINANCIALS:

OTHER (PCard, UA Careers, Grad App, Time Approver, UAFDN):

### IT Support

- ☐ Network to Dept Drive(s): \_\_\_\_\_
- ☐ Establish Email Access on Dept Computer

### College Listservs

(Do not include LTA – Limited Term Adjuncts)

- ☐ COEBIZ (faculty, staff, retired faculty, some GAs, and some external campus folks)
- ☐ COETEAM (classified and professional staff)
- ☐ COEINSTRFAC (other faculty e.g., professors of practice, research faculty, lecturers, adjuncts, and teachers in residence)
- ☐ COEFAC (tenured and tenure-eligible faculty)

### Emergency Contact List/Building Directory Update

Building/Room:

Office Phone:

Emergency Phone

### Departments should ensure the following has been completed:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> ID (Net and Card)                 | <input type="checkbox"/> Department Guidelines/Expectations   | <input type="checkbox"/> Driver Registration & Motor Vehicle Record Check                         |
| <input type="checkbox"/> Keys/Access Codes                 | <input type="checkbox"/> Parking Pass and Instruction   | <input type="checkbox"/> Preventing Discrimination, Harassment and Sexual Misconduct Training:    |
| <input type="checkbox"/> Phone                             | <input type="checkbox"/> Benefits Package (if applicable)   | <a href="http://equity.arizona.edu/online-training">http://equity.arizona.edu/online-training</a> |
| <input type="checkbox"/> Business Cards                    | <input type="checkbox"/> Timesheet Instruction  | <input type="checkbox"/> Intro Email to College Listserv with Photo                               |
| <input type="checkbox"/> Copy Codes                        | <a href="http://www.fso.arizona.edu/payroll/employees/timesheet">http://www.fso.arizona.edu/payroll/employees/timesheet</a> | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Department Listservs              | <input type="checkbox"/> UAccess Learning Training Plan   |   |
| <input type="checkbox"/> New Employee Orientation Training |   |   |